

**MINUTES OF THE REGULAR MEETING  
OF THE WESTWOOD BOARD OF HEALTH  
HELD FEBRUARY 11, 2015**

Pres. Beckman called the Meeting to order at 7:30 P.M.

President Beckman read the "Open Public Meeting Act" as follows:

In compliance with the "Open Public Meeting Act," P.L. 1975, C 231, the annual notice requirements have been satisfied. The meeting dates for the year were posted on the Borough Web Site on January 15, 2015. A copy of the meeting dates are on file with the Borough Clerk and a notice has been posted on the public bulletin board in the Municipal Complex.

Present: Mrs. Betsy Beckman, Mrs. Donna Bott, Ms. Maria Costello, Ms. Louise Cue, Mr. Dennis Farrell, Mrs. Sabrina Johnston, Mr. Lee Tremble.

Excused

Absence: Dr. Theresa A. Lardaro (Alternate #1).

Absent: None.

Present: Angela Musella–Health Officer.

Excused

Absence: Sharon Blehl–Secretary.

Present: Christopher Montana–Council Liaison.

Guests: None.

**SALUTE TO THE FLAG**

Mr. Tremble led those present in the salute to the flag.

## **PUBLIC FORUM**

Mr. Tremble made a motion to open the floor to the public to discuss any topic; seconded by Mr. Farrell.

Voice Vote:

Ayes: All present voted in favor.

Nayes: None.

Abstained: None. Carried.

There being no public discussion, Mr. Tremble made a motion to close the public forum; seconded by Mr. Farrell.

Voice Vote:

Ayes: All present voted in favor.

Nayes: None.

Abstained: None. Carried.

## **ACTIVITIES REPORTS**

### **1) JANUARY:**

HEALTH OFFICER, PUBLIC HEALTH INVESTIGATOR, REGISTRAR, SECRETARIAL

The Board Members reviewed the following Activities Reports for January, 2015 which are on file and available to the public:

Administrative and Supporting Services  
Animal Control  
Laboratory Services  
Vital Records  
Monies Received  
Environmental Health  
Communicable Disease  
Maternal and Child Health  
Chronic Illness  
Health Education  
Nursing Supervision  
Miscellaneous

A discussion followed.

Mr. Tremble made a motion that the Activities Reports for January, 2015 be approved; seconded by Mr. Farrell.

Voice Vote:

Ayes: All present voted in favor.

Nayes: None.

Abstained: None.

Carried.

## MINUTES

### 1) JUNE 11, 2014 – REGULAR MEETING

Mr. Tremble made a motion that the Minutes of Regular Meeting held June 11, 2014 be approved; seconded by Mr. Farrell.

Roll Call:

Ayes: Mrs. Beckman, Ms. Costello, Mr. Farrell, Mr. Tremble.

Nayes: None.

Abstained: Mrs. Bott, Ms. Cue, Mrs. Johnston.

Carried.

### 2) JANUARY 14, 2015 – REGULAR MEETING

Mr. Farrell made a motion that the Minutes of Regular Meeting held January 14, 2015 be approved; seconded by Ms. Costello.

Roll Call:

Ayes: Mrs. Beckman, Mrs. Bott, Ms. Costello, Mr. Farrell,  
Mrs. Johnston.

Nayes: None.

Abstained: Ms. Cue, Mr. Tremble.

Carried.

## **PURCHASE ORDERS**

A bill for January, 2015 in the amount of \$250.00 was presented to the Board Members.

Mr. Tremble made a motion that the following be accepted for payment; seconded by Mr. Farrell.

Roll Call:

Ayes: Mrs. Beckman, Mrs. Bott, Ms. Costello, Ms. Cue, Mr. Farrell, Mrs. Johnston, Mr. Tremble.

Nayes: None.

Abstained: None.

Treasurer, State of New Jersey  
4<sup>th</sup> Quarter Marriage Monies Payment

\$250.00

Carried.

## **NEW BUSINESS:**

Nothing to report.

## **OLD BUSINESS**

### **1) 2015 BOARD OF HEALTH BUDGET**

Ms. Blehl submitted the 2015 Operating Expense Budget request and the 2015 Anticipated Revenue Worksheet to CFO Ayer on December 19, 2014. She met with CFO Ayer on January 16, 2015 and went over each line item. CFO Ayer was satisfied with the Board of Health's budget request and it will be submitted to the Finance Committee as presented.

A discussion followed.

## 2) 2015 NORTHWEST BERGEN REGIONAL HEALTH COMMISSION CONTRACT

HISTORY: During the December 10, 2014 Meeting the Board approved the 2015 contract with Northwest Bergen Regional Health Commission (NWRHC) in the amount of \$93,151.34. This represents a 2% increase over the 2014 contract. However, a new fee was added into this year's contract. NWRHC is requesting to charge a plan review fee to prospective food establishment owners. The fee would be paid by the proposed establishment owner directly to NWRHC. The fee structure is based upon square footage and ranges from \$150.00 to \$500.00, this includes a second review. If the plans require a third review the establishment owner would be required to pay an additional initial fee. Due to the Plan Review Fee the Board voted not to approve the contract. Pres. Beckman spoke with Health Officer Musella, after December's Meeting, and explained the Board's decision. Pres. Beckman offered other ideas, to the Health Officer, that NWRHC could initiate instead of charging the plan review fee. Health Officer Musella was scheduled to meet with the Commissioners for NWRHC during the end of January to discuss the Board's decision not to approve the contract due to the Plan Review Fee.

Health Officer Musella explained that the Commission met on February 5, 2015 and they decided to remove the Plan Review Fee from all of their contracts. A discussion followed.

After discussion, it was the consensus of the Board to have Pres. Beckman sign the 2015 NWRHC Contract in the amount of \$93,151.34.

## **EMERGENT MATTERS:**

### 1) MEASLES

A discussion followed regarding the measles outbreak in the United States as it relates to New Jersey. To date there has only been two confirmed cases of measles in New Jersey and neither case was in Bergen County. Health Officer Musella spoke about a state webinar that she participated in earlier in the day. At this time the State has no immediate requirements for the local Health Departments; however they encourage Health Departments to promote ongoing education/information on practicing good hygiene/cough etiquette.

Health Officer Musella will send a letter via email to all Westwood school nurses providing them with information on State guidelines for measles exposure.

1) FILE OF LIFE

Mrs. Bott updated the Board on the File of Life. Mrs. Bott explained that there are File of Life pamphlets available online which outlines the program. Mrs. Bott spoke with the Police Department regarding ordering the pamphlets and a decision will be made once the budget is approved.

A discussion followed.

**ADJOURNMENT**

There being no further business to come before the Board at this time, Mr. Tremble made a motion that the meeting be adjourned; seconded by Mr. Farrell.

Voice Vote:

Ayes: All present voted in favor.

Nays: None.

Carried.

The meeting adjourned at 8:14 P.M.

The Minutes were taken by Pres. Beckman and transcribed by Sharon Blehl, Secretary.

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Sharon Blehl  
Secretary

The next meeting will be held Wednesday, March 11, 2015 at 7:30 P.M. in the Municipal Complex.

These Minutes were approved at a meeting of the Board of Health of the Borough of Westwood held on the 11<sup>th</sup> day of March, 2015.